



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING
BIG GAME COMMERCIAL SERVICES BOARD

P.O. Box 110806
Juneau, AK 99811-0806
Main: 907.465.2550
Fax: 907.465.2974

Master/Registered Guide, Assistant, Transporter Renewal Application - General Information and Instructions:

APPLICATION PROCESSING: Your license will be renewed upon completion of the online application. The processing time for a correct and complete paper renewal can be four to six weeks so plan accordingly and submit your application as soon as possible to ensure completion to avoid lapse of license on January 1, 2018.

EXPIRED LICENSE. There is no "inactive" license status. Licenses that have not been renewed for four consecutive years cannot be renewed (Alaska Statute 08.54.670).

EFFECTIVE DATE OF RENEWED LICENSE: Your license will be renewed upon completion of the online application. If you are unable to complete an online application, the effective date of a renewed paper application will be the date a complete renewal application is filed with the division as determined by 12 AAC 02.940.

LICENSE TERM: Licenses are issued for a two-year period and will expire on December 31 of odd-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial date. One renewal notice will be mailed at least 30 days before the license expiration date to the last known address of record.

ADDRESS CHANGE: You may update your address as part of the online application process. You may also provide an email address if you would like to receive communication from the Division by email. In accordance with 12 AAC 02.900, you must notify the Division in writing of any name or address changes. The address of record will be used to send renewals and all other official notifications and correspondence.

NAME CHANGE: If you have had a legal name change since your last license was issued, you may not renew online. You must complete a downloaded renewal application from the Big Game Commercial Services website, and provide a certified true copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change.

"YES" RESPONSES. A "yes" response in the application does not mean your application will be denied; however, you may not renew online and must complete a downloaded renewal application from the Big Game Commercial Services website.

PUBLIC INFORMATION. Please be aware that all information on the application will be available to the public, unless required to be confidential by state or federal law. Information about current licensees, including mailing addresses, is available at the Division's website at ProfessionalLicense.Alaska.gov under License Search.

BUSINESS LICENSES: The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed or available online separately. For more information about business licenses, call (907) 465-2559 or online at BusinessLicense.Alaska.gov.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS: If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for

150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

BIG GAME COMMERCIAL SERVICES BOARD LISTSERV: Subscribe to the BGCS board's electronic mailing list and receive meeting agendas, meeting minutes, newsletters, position statements, and notice of regulation changes. Visit the board's website at ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

STATUTES AND REGULATIONS: The complete set of statutes and regulations for this program is available by written request or online ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

REGULATIONS CHANGES: If you would like to receive notice of all proposed regulations changes for this program, please send a written request with your name, preferred contact method (mail or email) and the program you want to be updated on to:

Regulations Specialist
Department of Commerce, Community & Economic Development
Division of Corporations, Business & Professional Licensing
PO Box 110806
Juneau, Alaska 99811-0806

APPLICABLE REGULATIONS

Sec. 08.54.680

FINANCIAL RESPONSIBILITY AND OTHER REQUIREMENTS FOR GUIDES AND TRANSPORTERS.

- (a) The department may require a registered guide-outfitter, who contracts to guide or outfit a big game hunt, or a transporter to provide proof of financial responsibility up to the amount of \$100,000. A registered guide or transporter may demonstrate financial responsibility by assets, insurance, or a bond in the requisite amount.
- (b) If a registered guide-outfitter, class-A assistant guide, or assistant guide personally pilots an aircraft to transport clients during the provision of big game hunting services, the registered guide-outfitter, class-A assistant guide, or assistant guide shall have a commercial pilot's rating or a minimum of 500 hours of flying time in the state.
- (c) On or after January 1, 2006, a registered guide-outfitter may not provide big game hunting services and a transporter may not provide transportation services unless the registered guide-outfitter or transporter has entered into a written contract with the client for the provision of those services. A contract to provide big game hunting services must include at least the following information: the name and guide license number of the registered guide-outfitter, the name of the client, a listing of the big game to be hunted, the approximate time and dates that the client will be in the field, a statement as to what transportation is provided by the registered guide-outfitter, a statement as to whether accommodations and meals in the field are provided by the registered guide-outfitter, and a statement of the amount to be paid for the big game hunting services provided. A contract to provide transportation services must include at least the following information: the name and transporter license number of the transporter, the name of the client, a listing of the big game to be hunted, the approximate time and dates that the client will be in the field, and a statement of the amount to be paid for the transportation services provided. A registered guide-outfitter or transporter shall provide a copy of contracts to provide big game hunting services or transportation service, as appropriate, to the department upon the request of the department. Except as necessary for disciplinary proceedings conducted by the board and as necessary for law enforcement purposes by the Department of Public Safety and the Department of Law, a copy of a contract provided to the department is confidential. The department may provide a copy of contracts in the possession of the department to the Department of Fish and Game or the Department of Natural Resources upon the request of that department if the department receiving the copy agrees to maintain the confidentiality of the contracts.

12 AAC 75.220 PROOF OF FINANCIAL RESPONSIBILITY

(a) *Repealed 12/1/2007.*

- (b) An applicant who intends to contract to guide or outfit a big game hunt shall
- (1) certify that the applicant has and will maintain during the licensing period, assets, general liability insurance, or a bond totaling at least a minimum of \$100,000 that will be available for payment of a judgment against the applicant resulting from the applicant's big game hunting services; and
 - (2) list the assets, insurance, or bond, including, if applicable,
 - (A) a description of the assets, their fair market value less any liens, identification of any liens against the assets, and the location of the assets; and
 - (B) the name of the company issuing the insurance or bond, the policy or bond number, and the amount and type of coverage supplied by the insurance or bond.
- (c) A registered guide-outfitter who indicated on the application for initial license or renewal that the registered guide-outfitter would not contract to guide or outfit a big game hunt shall notify the department and provide the information required in (b) of this section before the registered guide-outfitter may contract to guide or outfit a big game hunt.
- (d) A registered guide-outfitter shall notify the department within 10 days of any change to the information reported under (b) of this section.

(e) The department may require additional documentation to substantiate the information provided in (b) of this section before approving an applicant for initial licensure or license renewal.

Authority: AS 08.54.600 AS 08.54.610 AS 08.54.680